

## **Appendix 2 Purchases TO Annex A Chaplains' Fund SOP**

1. PURPOSE: To provide standing operating procedures (SOP) for requesting, approving and receiving of items, rentals, services or other purchases by the Ft Polk Chaplains' Fund.

### **2. REQUIREMENTS:**

a. Purchases using money from the Ft Polk Chaplains' Fund support the Joint Readiness Training Center (JRTC) & Ft Polk religious program. Approval authority for purchases is the JRTC and Fort Polk Master Religious Program (CMRP).

b. Purchases have a Chaplaincy Support Activity (CSA) number from the current CMRP. The Purchase Documentation Request form provides authorization to make a specified purchase.

c. No purchase is made without a completed Purchase Order Documentation form signed by the Ft Polk Chaplaincy Resource Manager (CRM) or Fund Manager. The Chaplains' Fund may not be used for purchases available through appropriated funds.

d. The Chaplains' Fund may not be used for purchases of alcoholic beverages.

### **3. REQUESTS FOR PURCHASE:**

a. Requests purchase(s) begin at the program element (PE). A person wishing to purchase completes the REQUESTER portion of the Purchase Documentation form and gives it to his / her Chaplain Resource Coordinator(RC) /Chapel Pastor or NCOIC. Purchase requests must be submitted to the CRM/Fund Manager NLT the third Monday of the month for items, services, etc. needed the following month.

(1) The requester includes the requested vendor, item(s), service, rental or desired purchase on the Purchase Documentation Request form.

(2) Requester may give himself / herself or another person as the vendor if he / she is on file with the Ft Polk Chaplains' Fund Clerk as a private person vendor. At the end of the calendar year, Fund Clerk mails Form 1099 to the Internal Revenue Service on each private person acting as a vendor. Private person(s) acting as vendor(s) includes, as income for the year on his / her US income tax, the total amount of money received from the Chaplains' Fund. Private individual settles with the Internal Revenue Service as claimed expenses for his / her cost to purchase.

(3) The requester completes a Purchase Documentation form for each vendor. This is true even if the requests support the same program or event. It is the responsibility of the PE and / or the Chaplain to coordinate purchase(s) with programs / events.

b. Chapel Pastor / NCOIC reviews REQUESTER portion of the Purchase Documentation form to ensure it is complete, clear, validated by the CMRP, and congruent with the procedures (above) in 3b. Chapel Pastor completes CHAPEL PASTOR/NCOIC portion of the Purchase Documentation form. Chapel Pastor sends (faxes) completed Purchase Documentation Request form to the Installation Chaplain's Office, ATTN: Chaplaincy Resource Manager/Fund Manager. PASTOR/NCOIC photocopies and keeps the copy of the completed Purchase Documentation form, with any attachments.

#### 4. AUTHORITY FOR PURCHASE:

a. Chaplaincy Resource Manager (CRM) or Fund Manager reviews Purchase Documentation form. If improperly completed or needs clarification or not validated by the CMRP, CRM/Fund Manager returns Purchase Documentation form to Chapel Pastor/NCOIC with explanation. Chapel Pastor/NCOIC assists requester in properly completing Purchase Documentation Request form.

b. Purchase requests received after the third Monday of the month will be held and processed for purchase beginning the third Monday of the following month. Request for exceptions to this procedure must be accompanied by a memorandum from the Chapel Pastor (Chaplain/NCOIC) explaining why the request was late and the impact if the items, service, etc. is not purchased. This memorandum is to the Installation Chaplain and only the Installation Chaplain can approve a late purchase.

c. If CRM determines Purchase Documentation Request form is complete and a valid request, he / she completes the CHAPLAINCY RESOURCE MANAGER portion of the Purchase Documentation Request form. CRM designates vendor, method of payment, purchaser, and the NTE amount on the Purchase Documentation Request form. The signature of CRM/Fund Manager, or his / her designated representative, on the Purchase Documentation Request form and Purchase Order authorizes the purchase. CRM gives the signed Purchase Order form to the Fund Clerk.

d. Fund Clerk enters the information for the Purchase Documentation Form in Quick Books and will state: If the PO payment is by check the PO will state: "pay by check" same as credit card "Government Credit Card Purchase. The PO authorization is good for only 90 days.

(1) If a PO is cut, Fund Clerk attaches PO form to Purchase Documentation form.

(2) Fund Clerk makes a copy of Purchase Documentation form, with attachments, for his / her file on pending purchases. Fund Clerk gives original Purchase Documentation form, with attachments, to the designated purchaser.

e. Purchaser informs Chapel Pastor/NCOIC he / she received Purchase Documentation form. Purchaser coordinates with requester to ensure purchaser understands clearly what requester wants. Requester may accompany purchaser to the vendor.

(1) Purchaser must have receipt(s) for items purchased.

(2) Purchaser completes information for items ordered by mail or telephone. A copy of the order form is sufficient for items ordered by mail. A short memo of telephone conversation is sufficient for item(s) ordered by telephone.

(3) After the purchase, purchaser completes bottom portion of the Purchase Documentation Request form. Purchaser keeps the Purchase Documentation Request form, Purchase Orders, with attachments, receipt(s) and / or order form.

(4) Purchaser takes item(s) purchased to requester or informs requester the purchase has been ordered and expected date of arrival.

Purchaser has items shipped to the:  
Installation Chaplain's Office  
6661 Warrior Trail Building 350 Suite 334  
ATTN: Purchaser Name  
Ft Polk, LA 71459.

5. METHODS OF PAYMENT: The method of payment is IMPAC Card. Only when credit card payment is impossible will another form of payment be acceptable. Convenience is not an acceptable reason.

a. Purchase Order (PO).

(1) The Purchase Order (DA Form 1756-1-R-E) is a promissory note to the vendor. The PO form guarantees the Ft Polk Chaplains' Fund pays a NTE amount to the vendor as stated on the PO form.

(2) Any purchase over \$2,500 requires a PO form.

(3) The vendor bills the Chaplains' Fund with PO form. Vendor may mail the bill or give it to purchaser for transport to the Installation Chaplains' Office, ATTN: Fund Clerk, Ft Polk, LA 71459.

b. Check.

(1) Fund Clerk writes a check to vendor for exact amount of the purchase and Fund Manager signs the check.

(2) Purchaser makes the purchase (giving the check to the vendor) within 72 hours after the date on the check.

(3) Purchaser sends / faxes the receipt or verifying memorandum with a copy of the Authority for Purchase form to the Installation Chaplain's Office, ATTN: Fund Clerk, Ft Polk LA 71549.

c. Credit Card.

(1) Upon making the credit card purchase, Purchaser keeps receipt/invoices, then he/she will reconciled with the Resource Manager/Fund Manager at the end of the billing cycle. See the Fort Polk IMPAC Card SOP.

(2) If purchase is telephonic, purchaser writes a memorandum to CRM .

(3) Telephonic, written or any mailed order is shipped to the:  
Installation Chaplains' Office  
6661 Warrior Trail Building 350 Suite 334  
ATTN: Fund Clerk  
Ft Polk LA 71549.

d. Petty Cash. The Chaplains' Fund does not maintain petty cash.

6. MAINTAINING RECORDS:

a. Fund Clerk maintains records of purchases for three years.